

FOR ACTION

Minutes and Actions Arising from Executive Board Meeting 3

Purpose

To seek Board approval of draft Minutes from the third Executive Board meeting held in April 2008 and inform the Board on the status of the actions arising.

Issues

The draft minutes were sent to Members on 9th May 2008 seeking comments by June 6th.

The status of actions arising is provided in the table below.

No	Actions arising	Responsibility	Due date	Status
6	The Board requested that Members email the Board Secretary their detailed suggestions on the draft 'Report Card' and it be further developed out-of-session and brought back to the Board.	Secretariat	Next meeting	Completed - See Agenda Item 7
9	The Board requested the Secretariat to follow up the Svalbard Global Seed Vault success with letters of appreciation, highlighting Trust achievements to date.	Secretariat	May 2008	Completed – June 2008
10	The Board agreed that the Executive Secretary should raise the matter of overall administrative concerns with the DDG, and that the Secretariat follow the FAO preference of proceeding issue by issue first, rather than moving straight to updating the MOU, though the Board felt that eventually an updated MOU would be needed and would be desirable.	Secretariat	NA	Issues are being resolved, albeit slowly. No move on the MOU as yet. Refer to section in this paper
11	The Board tasked the Board Chair and Secretary to develop a Board self-assessment procedure over next 5-6 weeks and that the Board will undertake the assessment and review the findings at EB4.	Board Chair and Secretary	May 2008	Completed - online self-assessment conducted from 11/09 – 3/10. See Agenda Item 3

13	The Board agreed that the Fund Disbursement Strategy required further consideration and that following its distribution electronically, comments are due back to the Secretariat within 4 weeks.	Secretariat	May 2008	Completed - Comments were received and compiled into a revised draft that will be tabled at the Donors' Council meeting and then EB4 Agenda Item 11
15	The Board tasked John Lovett and the Board Secretary to further refine the risk matrix out-of-session and then circulate it to the Board for review. They also agreed it should become a standing item at each meeting.	John Lovett and Secretary	Next meeting	Completed - a revised version is at Agenda Item 12
EB2 carry over 11	The Board requested the Secretariat report to them on the essence (implications and results) of the first report to the Bill & Melinda Gates Foundation/UNF when it is submitted in May 2008	Secretariat	Next meeting	Completed - Provided out-of-session 3/10/08

Outstanding issues with FAO

Administrative issues that remain outstanding include:

- a. Renovations to office space;
- b. Access to Oracle to manage finances, HR, travel and procurement by key staff;
- c. Emergency medical access;
- d. Signage on the board in the foyer of Building A;
- e. Access to the FAO car park;
- f. Desk and mobile phone code to acquit private calls; and
- g. Modified MoU

Issue a) has not progressed within FAO, in spite of approaches by Trust staff, and will need a different approach. FAO has been making progress in exploring the details of issues b) – g). Access to FAO systems and services raise issues of liability - both of FAO staff towards the Trust and of Trust staff towards FAO. It is hoped that many of these issues can be resolved by modifying the MoU between FAO, Bioversity and the Trust, though these internal FAO discussions are in the early stages. In the meantime, technical solutions are being developed in such a way that, once agreement is reached, they may be implemented without further delay.

Action

That Members approve the Minutes of the third Executive Board meeting and note the status of actions arising.